

REGULAR BOARD MEETING MINUTES

MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT BOARD OF EDUCATION

April 16, 2019

**Monroe County ISD
Professional Development Building
1101 S. Raisinville Road
Monroe, MI 48161**

Call to Order and Roll Call

The meeting was called to order at 6:05 p.m. by MCISD President Dale DeSloover.

MCISD BOARD

MEMBERS PRESENT: Dale DeSloover, Renee Larzelere, Paul Miller, Russell Bless and Barry Martin

MCISD BOARD

MEMBERS ABSENT: none

MCISD

STAFF PRESENT: Superintendent Steve McNew, Josh Dyer, Lisa Montrief, Elizabeth Taylor, Rachel Kopke and Andrea Murphy

OTHERS PRESENT: Roberta Neckel and Crystal Willit

Pledge of Allegiance

The Pledge of Allegiance was led by President DeSloover.

2019-2020 MCISD Budget Presentation

Local District Attendees

Airport Community Schools: Paul Miller

Bedford Public Schools: Carl Shultz and Griffin Kirsch

Dundee Community Schools: Eddie Manuszak and Teresa Marino

Ida Public Schools: David Eack and Jennifer Muir

Jefferson Schools: Mike Petty and Brian Russell

Mason Consolidated Schools: Andrew Shaw and Andrea McGarry

Monroe Public Schools: Julie Everly and Bob Nichols

Summerfield Schools: Jack Hewitt and Emily Hamilton

Whiteford Agricultural Schools: absent

Josh Dyer reviewed the 2019-20 proposed budgets, which showed the following figures:

General Fund

Revenue	\$22,581,294
Expenditures	\$23,065,828
<u>Special Education Fund</u>	
Revenue	\$39,482,972
Expenditures	\$41,540,485
<u>School Service Fund</u>	
Revenue	\$171,508
Expenditures	\$174,516
<u>Capital Projects Fund</u>	
Revenue	\$250,000
Expenditures	\$998,700

Important Dates

- April 16 Monroe County Educational Job Fair, PD Center
- April 17 Monroe County Career Expo, PD Center
- April 19 Good Friday, MCISD Closed
- April 22 MCMC Supporter of the Year Ceremony, 6:00 PM, Whitman Center
- April 27 Celebrate Children, Mall of Monroe
- May 6 MCISD Employee Recognition Reception
- May 7 Monroe County Fine Arts Festival, MCCC
- May 8 Monroe County Spelling Bee
- May 10 MCMC Graduation, MCCC Meyer Theater, 6:00 PM
- May 16 Whole Apple Awards, 6:30 PM
- May 21 MCISD Board Meeting, 5:00 PM (proposed)

Expressions from the Public

There were no expressions from the public.

Recommended Actions

Routine Matters

Ms. Larzelere made a motion, supported by Mr. Bless to approve the minutes of the March 19, 2019 (regular meeting), and April 12, 2019 (special meeting) meeting. The motion carried unanimously.

Financial Reports

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>School Services Fund</u>	<u>Total</u>
<u>Check Registers</u>				
3/10-3/31/2019	2,168,943.06	528,002.90	14,895.01	2,711,840.97
4/1-4/6/2019	95,444.04	27,433.84	1,415.45	124,293.33
<u>ACH Transactions</u>				
Withholding & Sales				
Taxes	508,056.93	0	351.33	508,408.26
Gross Payroll	541,711.14	1,489,077.25	0	2,030,788.39
Capital Projects				
Expenditures	0	0	0	0
Student Activity Account Expenditures	10,766.88	0	0	10,766.88
Early Head Start				
Year to Date as of March 31, 2019		\$221,500.45		
Head Start				
Year to Date as of March 31, 2019		\$1,493,526.48		

Mr. Bless made a motion, supported by Dr. Martin, to approve the data substantiation report, the balance sheets, and the combined check registers. The motion carried unanimously.

Old or New Business Requiring Board Action

1st Reading Board Policy – 1422.01, 8402, 3122.01, 4111.01, 3120.04

The board held the first reading of the following board policies:

- Policy 1422.01 Alcohol and Drug-Free Workplace
- Policy 8402 Emergency Operations Plan

Revised Policies

- 3122.01 Alcohol and Drug-Free Workplace
- 4111.01 Alcohol and Drug-Free Workplace
- 3120.04 Employment of Substitutes

No changes were requested.

Request for Medical Leave of Absence – Martinez, G.

Mr. Miller made a motion, supported by Dr. Martin to approve the medical leave of absence request for Gloria Martinez to begin on April 22, 2019 and continue through the remainder of the 2018-2019 school year. The motion carried unanimously.

Request for Medical Leave of Absence – Miller, H.

Ms. Larzelere made a motion, supported by Mr. Bless to approve the medical leave of absence request for Holly Miller to begin on May 29, 2019 and continue through the remainder of the 2018-2019 school year. The motion carried unanimously.

Request for Medical Leave of Absence – Tolle, K.

Dr. Martin made a motion, supported by Mr. Miller to approve the medical leave of absence request for Kendelynn Tolle to begin on February 26, 2019 and continue until June 13, 2019. The motion carried unanimously.

Request for Maternity Leave of Absence – Miles, C.

Ms. Larzelere made a motion, supported by Mr. Bless to approve the maternity leave of absence request for Catherine Miles to begin August 25, 2019 through October 6, 2019. The motion carried unanimously.

Request for Increased Classroom Hours and Staff: ECSE

Mr. Miller made a motion, supported by Dr. Martin to approve an increase to the current half-time Early Childhood Special Education classroom at Smith Road Elementary to full-time effective with start of the 2019-2020 school year. The motion carried unanimously.

Request for New Classroom and Staff: Transition Center Classroom

Ms. Larzelere made a motion, supported by Mr. Bless to approve the establishment and posting of a Transition Center Teacher, Teacher Aide and Program Assistant positions effective with the start of the 2019-2020 school year. The motion carried unanimously.

Request for Additional Head Start Positions

Mr. Miller made a motion, supported by Dr. Martin to approve the establishment and posting of the following additional Head Start positions:

- Teachers (3)
- Teacher Assistants (3)
- Program Support Aide Floaters (2)
- Head Start Mental Health Consultant (1)
- Head Start/GSRP Site Leader (1)

The motion carried unanimously.

Request to Increase Work Days: Head Start Positions

Mr. Bless made a motion, supported by Ms. Larzelere to increase the following Head Start positions:

- 5 Teachers from 188 to 202 days
- 5 Teacher Assistants from 174.5 to 189.5 days
- 1 Education Consultant from 215 to 220 days
- 1 Mental Health Consultant from 188 to 208 days
- 1 Health and Nutrition Coordinator from 215 to 220 days
- 1 Mentor Teacher from 188 to 208 days
- 4 Site Leaders from 198 to 208 days
- 5 Family Partnership Specialists from 215 to 227 days
- 6 Program Support Aide Floaters from 150.5 to 168.5 days
- 1 Clerk from 158.5 to 166.5 days
- 3 Bus Drivers from 150.5 to 169 days
- 3 Bus Drivers from 150 to 154.5 days
- 3 Program Support Aides from 150.5 to 169 days
- 3 Program Support Aides from 150.5 to 154.5 days

The motion carried unanimously.

Request for Summer Substitute Custodial Positions

Mr. Miller made a motion, supported by Dr. Martin to approve the establishment and posting of six summer custodial positions effective June 17, 2019 through August 30, 2019. The motion carried unanimously.

Central Office Contract Extensions

Ms. Larzelere made a motion, supported by Mr. Bless to approve the central office contracts as follows:

Through June 30, 2021:

Rachel Kopke, Assistant Superintendent for Special Education and Early Childhood Services

Josh Dyer, Assistant Superintendent for Business and Administrative Services

Lisa Montrief, Assistant Superintendent for Curriculum and Instruction

Through June 30, 2022:

Elizabeth Taylor, Assistant Superintendent for Human Resources and Legal Counsel

The motion carried unanimously.

Superintendent Contract Extension

Mr. Bless made a motion, supported by Ms. Larzelere to approve the contract extension for Dr. Stephen McNew through the 2021-2022 contract year. The motion carried unanimously.

Request for 2019 Special Education Dept. Summer Services

Dr. Martin made a motion, supported by Mr. Bless to approve the 2019 summer services as listed:

- Early On
 - Teacher, Early On
 - School Psychologist
 - Social Worker
 - Teacher
 - Speech Therapist
- Extended School Year Program
 - Teacher (1)
 - OT or COTA
 - Teacher (1.5)
 - Aides (3)
 - Teacher Consultant (1)
- Educational Center Severely Cognitively Impaired Program
 - Teacher
- Homebound Services
 - Teacher

- Ed Center SCI Program
 - Physical Therapy Program Assistant
 - Program Assistant
 - Social Worker or TC
 - Music Therapist
- Monroe County Youth Center
 - tutors

The motion carried unanimously.

Approval of Head Start Corrective Action Plan

Ms. Larzelere made a motion, supported by Mr. Miller to approve head Start Corrective Action Plan as presented. The motion carried unanimously.

Recommendation for Parent Advisory

Mr. Bless made a motion, supported by Dr. Martin to approve Matthew Bolt, a parent of a student in our MCISD program, to serve a two-year term beginning April 2019. The motion carried unanimously.

Acceptance of Donation – Education Center

Dr. Martin made a motion, supported by Ms. Larzelere to accept a donation from the Light the Fire Fitness, LLC, in the amount of \$665.00. This donation will support the Educational Center student activities account. The motion carried unanimously.

Acceptance of Donation – MCISD Hearing Impaired Program

Mr. Miller made a motion, supported by Dr. Martin to accept a donation from the Bedford Lion's Club in the amount of \$1,000.00 to support the MCISD Hearing Impaired program. The motion carried unanimously.

Request to Reschedule May 2019 Board Meeting

Mr. Bless made a motion, supported by Ms. Larzelere to reschedule the May 21, 2019 board meeting to begin at 5:00 PM. The motion carried unanimously.

Request to Hold Special Board Meeting – Biennial Election

Ms. Larzelere made a motion, supported by Mr. Bless to schedule a special board meeting for the purpose of conducting the Biennial Election on Monday, June 3, 2019 at 6:00 PM. The motion carried unanimously.

Change in Board Meeting Start Times

Dr. Martin made a motion, supported by Mr. Bless to approve the following board meeting start times:

June 18, 2019 – regular board meeting will begin at 8:30 AM

July 16, 2019 – regular board meeting be rescheduled to take place on Monday, July 22, 2019 beginning at 8:30 AM

The motion carried unanimously.

Reports from the Superintendent and Administrative Staff

Business and Administrative Services – Josh Dyer

- No further comments

Human Resources and Legal Counsel – Betsy Taylor

- No further comments

Curriculum and Instruction – Lisa Montrief

- MCMC graduation is May 10th.
- Informed the board that the CTE Expo will take place tomorrow at the MCISD.
- Announced that there are 81 incoming freshmen at the MCMC.

Special Education and Early Childhood Services – Rachel Kopke

- Informed the board that the MCISD Administration has attended three job fairs this spring to recruit employees. Interviews are being scheduled from attending these fairs.

Enrollment

Head Start Enrollment: 267/267

Head Start Over Income Enrollment (under 10%): 19-7%

Head Start Disabilities Enrollment (under 10%): 39-15%

Early Head Start Enrollment: 71/72

Early Head Start Over Income Enrollment (under 10%): 7-10%

Early Head Start Disabilities Enrollment (under 10%): 24-33%

Current Waitlist

Head Start Income Eligible: 30

Head Start Over Income: 5

Early Head Start Income Eligible: 36

Early Head Start Over Income: 3

Head Start Attendance

Arborwood: 82.01%

Ida: 88.67%

MCCC: 88.24%

Orchard: 77.47%

Riverside: 85.94%

SRE: 92.13%

Sodt: 82.36%

Program Total: 83.41% (over 85%)

Early Head Start Attendance

HV1: 63%

HV2: 68%

HV3: 49%

HV4: 80%

HV5: 93%
HV6: 78%
Program Total: 71.83%

Office of Head Start Communication Memorandums: N/A

Program Updates:

- Program-wide attendance for Early Head Start improved during the month of March.
- Program-wide attendance fell just below the required 85% ADA for Head Start. In reviewing attendance data, there were high levels of illness reported in March for all locations.

Additionally, due to staff vacancies and absences, it was necessary to cancel numerous bus runs, specifically at the Orchard location. One of the two buses at the Orchard location was cancelled 4 of the 16 student days (25%). The average daily attendance at the Orchard location on a day when one of the bus routes was cancelled was 69.24%. The average daily attendance at the Orchard location on a day when both bus routes operated as usual was 82.82%. Head Start program administration continues to seek ways to recruit, hire and retain bus drivers and program support aides to support transportation needs. Examples of strategies implemented include:

- Providing paid training to potential drivers
 - Paying medical exam costs for newly hired staff
 - Offering staff single medical and dental benefits
 - Paying fingerprinting costs for newly hired staff
 - Attending and hosting area job fairs
- The Head Start program has received a determination letter from the Office of Head Start regarding the incident of inappropriate staff conduct that was reported at the March 2019 BOE meeting. The letter states that the program will receive a deficiency under standard *1302.90(c)(1)(ii)-Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health and safety of children.*

Program administration has worked collaboratively with training and technical assistance that is provided by the Office of Head Start to develop and implement a corrective action plan within the required 30-day timeframe.

Superintendent – Stephen McNew

- Will be attending the Academic All-Star Banquet on April 17, 2019 with Dale DeSloover.

Adjourn

At 8:03 p.m. Ms. Larzelere made a motion, supported by Mr. Bless, to adjourn the meeting. The motion carried unanimously.

Respectfully submitted,

Paul Miller
Secretary